YOUTH SERVICES
POLICY

Title: Tool Control Program	**Type:** C. Field Operations **Sub Type:** 2. Security **Number:** C.2.14
	Page 1 **of** 16
References: ACA Standards 4-JCF-2A-20; 4-JCF-2A-25; 4-JCF-4B-05; 4-JCF-4C-61 (Performance-Based Standards for Juvenile Correctional Facilities); Division of Administration, Office of Risk Management, Loss Prevention Manual; and YS Policy Nos. A.7.1 "Safety Plan", C.2.3 "Searches of Youth", C.2.19 "Youth Counts, Movements and Facility Rounds "	
STATUS: Approved	
Approved By: *James Bueche, Ph.D., Deputy Secretary*	**Date of Approval:** 12/12/2019

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish an effective Tool Control Program which ensures that all tools, including culinary, medical and vocational, stored and used within a secure care facility are used in a safe, economical and secure manner; to provide necessary supervision over tools; and to establish accountability and responsibility for issue, storage, receipt and disposal of tools.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Food Services Director, Health Services Administrator (HSA), Director of Education, Regional Directors, Facility Directors, contract providers and vendors.

Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with the contents of the policy.

Facility Directors are also responsible for providing advance notification to all vendors/contractors of the processes included in Sections XVIII and XIX.

IV. DEFINITIONS:

Culinary Equipment – Equipment/tools used in the preparation of food, as designated by the Food Services Supervisor and the Facility Director, excluding food service trays, pots, pans, and other large items.

Marker – Durable tags that identify when tools are drawn from the Tool Control Room. When tools are checked out from the Tool Control Room, a marker is placed on the hook in lieu of the tool to indicate that the tool is drawn, on loan, being repaired, etc. Temporary or paper tags are not acceptable for this purpose.

Medical Equipment – Permanent and disposable equipment/tools used in the performance of medical assessments, exams and treatment.

Operations Shift Supervisor (OSS) – An employee who is responsible for a range of duties that support management in maintaining a safe, secure facility. An OSS oversees administrative and operational security activities during specific shifts; manages employees during each assigned shift; ensures adequate security coverage; leads count procedures; oversees the custody, supervision and control of secure care youth; manages frontline security employees; assists in controlling youth movement; assists in directing the use and issuance of keys, locks, and security equipment.

Tool – A hand-held implement, such as a hammer, saw or drill used to accomplish work. The cutting parts of a machine, such as a lathe used for cutting and shaping mechanical parts.

Tool Control Officer - The staff member designated by the Facility Director to be responsible for tool classification, auditing tool inventories, marking tools for identification purposes, and monitoring the security of tools. This staff member has the responsibility of maintaining, organizing and monitoring the facility's Tool Control Program to increase the effectiveness of accountability. The primary goal of the Tool Control Officer is to provide and control an efficient system for tools that will foster a safe and secure environment for all staff and youth.

Unusual Occurrence Report (UOR) – A written report submitted by staff prior to the end of duty detailing any unusual circumstances involving tools as outlined by this policy.

Work Area Location and Work Area Staff – A room inside a building or structure, or an outside area or other defined space in the workplace where tools are stored or used, and where employees are present during the course of their daily work assignments.

Work Area Supervisor – The staff member responsible for the daily operations and management of the work area, including but not limited to: Maintenance Manager, Food Services Manager or Supervisor, Director of Nursing, Principal, etc. This staff member shares the responsibility for the day-to-day operations of the Tool Control Program. (For purposes of this policy, Vocational Instructor is Work Area Staff.)

YS Check-Out/Check-In Tool Control Log – A form used to check-out and check-in tools [refer to Attachment C.2.14 (f)].

YS Daily Tool Control Inventory – A form used to verify that all tools are accounted for [refer to Attachments C.2.14 (d) and (i)]. (Staff shall utilize the number of necessary pages of the first portion of the report (with lines), and using the last portion of the report at the bottom of the last page.)

YS Lost Tool Report – A written report submitted by staff describing in detail the circumstances surrounding any lost or missing tool [refer to Attachment C.2.14 (a)].

YS Master Tool Control Inventory – A form used by the Tool Control Officer to record all tools by work area.

YS Supervisor's Weekly Tool Control Report – A form used by work area supervisors to account for the physical inventory of all tool storage areas [refer to Attachment C.2.14 (e)].

V. POLICY:

Facility Directors shall establish and maintain an effective Tool Control Program that ensures all tools, utensils, and medical equipment is positively controlled during use and storage. This shall be accomplished by maintaining a systematic method of inventory and review.

Facility Directors shall ensure that facility tools are managed and controlled to ensure accountability and prevent misuse; that tools are used for the purpose intended; and that staff and youth are instructed in the proper use of the tool, as applicable to the situation.

VI. PROCEDURES:

A. The Facility Director shall designate a staff member as the Tool Control Officer responsible for the classification of tools, reviewing tool inventories, marking tools for identification purposes and monitoring the security of all tools.

B. The Tool Control Officer, work area staff and supervisors shall ensure that all Tool Control inventories are conducted by utilizing the guidelines outlined in Section XI below and the appropriate attached inventories. Work area staff and supervisors shall maintain and account for all tools, culinary equipment and medical equipment within their work area.

C. The Tool Control Officer shall maintain the "YS Master Tool Control Inventory" [refer to Attachment C.2.14 (b)] of all tools by work area. Upon completion of the quarterly review, the master inventory and Daily Tool Inventory Form [C.2.14 (d)] shall be updated and/or revised as needed.

D. Each quarter, (July, October, January and April), a complete review shall be conducted of all tools, culinary equipment and medical equipment and documented directly on the Master Inventories. The master inventory must be signed and dated at the bottom of the form by the Tool Control Officer on the date the inventory was conducted. The Tool Control Officer shall maintain the hand marked Master Inventory as the Quarterly Audit for auditor review. The facility Director may assign someone to assist the Tool Control Officer with this function. The review shall include at a minimum:

1. Verification of all tools according to master inventory;
2. Tool markings;
3. Proper storage of tools;
4. Daily check-in and check-out procedures; and
5. Evaluation of adherence to policy and procedure.

E. The master tool inventory shall be adjusted as necessary to reflect review findings and posted at each applicable tool location.

F. A written report shall be provided to the Facility Director and work area supervisor detailing the review findings. Corrective action shall be documented and immediately initiated as needed.

VII. TOOL CLASSIFICATION:

All tools, utensils and medical instruments shall be classified in accordance with the perceived hazard presented.

Tools are classified in order to allow staff to effectively supervise all tools without overly restricting the use of non-critical items. All heavy equipment, machinery and other items which are securely fixed in place are not classified as tools. Removable parts for this type of equipment however, shall be classified as tools and accounted for in the same manner as any other tools.

Culinary equipment and medical equipment shall be inventoried, stored and secured in accordance with the guidelines outlined in Sections XVI and XVII of this policy.

A. The Facility Director and the Tool Control Officer shall determine each tool's classification requirements. While it is difficult to classify every specific tool used at the facility, tools shall be divided into a minimum of two (2) categories:

   Class A (Restricted): Class A tools include any tool which could be used in an escape or attempted escape. These tools could be used to manufacture or secure weapons capable of bodily harm. Class A tools require direct staff supervision at all times during use, and if removed from the work area must be returned to their designated storage area each day after use.

   Class B (Non-Restricted): Class B tools are non-hazardous to youth and/or staff and require minimal staff supervision regardless of the location of use. Class B tools removed from the work area must be returned to their designated storage area each day after use.

B. Tools should never change classification. The classification of a tool determines the degree of staff control needed over the use of that piece of equipment. However, it must not be assumed that a particular tool, by virtue of its classification as non-hazardous, does not represent a risk to security or personal safety. Each and every tool must be considered as potentially hazardous and treated accordingly.

C. Youth shall not be allowed to use tools or equipment without documented training from the appropriate work area supervisor. Work area supervisors who assign tools or equipment to a youth are responsible for certifying that the youth can properly use the tool or equipment assigned. Work area supervisors shall also ensure that the youth is assigned and uses any personal protective equipment that may be required. Documented youth training shall be maintained by the work area supervisor.

VIII. TOOL IDENTIFICATION:

A. All tools shall be permanently marked for identification purposes with an etching tool, labeled or steel-stamped with a code identifying the department, individual shop or work area to which the tool is assigned, as well as having a sequential tool number easily identified on inventories and check-out logs. Each tool shall have its own unique tool identification number.

B. Very small or fragile tools may be exempt from marking. Tools that cannot be marked without damage, such as some micrometers and small drill bits, shall be inventoried and maintained in locked storage when not in use.

C. The tool classification system must allow for the identification of the ownership of the tool if it is found during a search or in an unauthorized location.

IX. TOOL STORAGE:

A. Each facility shall maintain a locked tool control room in the Maintenance Department which shall contain individual locked tool cabinets assigned by department, individual staff or work area.

Exceptions include the tools for Medical, Food Services and Vocational Trades. Any tool not assigned to one of these areas must have written approval of the Tool Control Officer to be maintained outside the established tool control areas.

Written authorization shall also be obtained from the Tool Control Officer if it is necessary to keep a Class A tool checked out after normal business hours. Tools must always be kept in a secure location when not actually in use. The Tool Control Officer shall ensure that each tool location contains a copy of the master inventory, as applicable to the work area.

B. Class A tools, regardless of type or location, shall be stored under double lock and key. All tool control areas shall remain locked at all times when staff is not physically present.

C. Tools that can be adapted to suspension from a rack, hook or peg shall be displayed on a shadow board. Each tool shall have its own silhouette that closely mimics the outline of the tool so that quick inspection of the board shall reveal any missing tools.

D. Tools not adaptable to shadow boards shall be stored in locked drawers, cabinets or chests, and secured in a designated tool area as determined by the Tool Control Officer. Ladders over four feet tall, and all electric and battery powered tools not adaptable for shadow boards, must be stored in a secure location. The Tool Control Officer shall maintain an inventory in the area where all of these tools are stored.

E. Tool carts and tool boxes are an effective means of controlling tools that must be transported to work sites. Tool carts and tool boxes shall be picked up in the morning and returned at the end of the day with appropriate accountability being maintained by the employee checking out the tools. A complete inventory of everything shall accompany the cart or tool box so that staff can quickly identify that all items are accounted for. A copy of this inventory shall remain in the tool cabinet until the items are returned. The same principle shall apply to tool belts or pouches checked out of the tool room.

F. Only the required amount of tools shall be maintained in each work area. Tools in excess of daily needs shall be transferred to the Tool Control Officer, who shall store the tool in a safe and secure manner prior to disposal or reassignment.

G. When a tool is permanently removed from the master inventory and not replaced, the corresponding silhouette shall immediately be removed from the shadow board by the Tool Control Officer.

H. All tools shall be securely stored within the assigned work area. Only designated facility staff shall have access to tool areas. Unsupervised youth shall not be permitted to work in or be allowed access to, areas used for the storage of tools.

X. TOOL ISSUE:

A. Work area staff shall be responsible for all tools assigned to their work area.

B. When a tool is issued from the Tool Control Room or assigned tool cabinets, the receiving employee shall utilize the “YS Check-out/Check-In Tool Control Log” [refer to Attachment C.2.14 (f)] to document the following:

1. Date;
2. Employee name;
3. Tool identification number;
4. Tool description;
5. Time tool checked out; and
6. Employee initials.

When the tools are returned, the employee shall document the following on the “YS Check-out/Check-in Tool Control Log” [refer to Attachment C.2.14 (f)]:

1. Time returned; and
2. Employee initials.

C. All tools, regardless of classification, shall be returned to their assigned secure storage area at the end of each work day.

D. The work area staff shall visually inspect all of the shadow boards and review the individual log books prior to the end of duty to ensure that all tools have been returned and documented appropriately.

E. Staff authorized to enter the tool control areas to obtain tools after regular business hours shall ensure that the tools are checked out using the Tool Control Log Book, and that they are returned to their original location immediately after use and accounted for prior to the end of duty.

The work area staff shall verbally report immediately to the Work Area Supervisor, Facility Director and Tool Control Officer any tools checked out after hours that were not appropriately returned. The verbal report shall be followed up with a written "YS Lost Tool Report" [see Attachment C.2.14 (a)] outlining the details of the missing tool prior to the end of the supervisor's tour of duty.

F. When tools are drawn from the Maintenance Tool Control Room, the work area staff shall place a marker indicating that the tool has been drawn, pulled for repair purposes, out on loan, etc. The tool shall be logged out in the Tool Control Log Book until logged back in and returned to the shadow board.

XI. TOOL ACCOUNTABILITY AND INVENTORY:

A. At a minimum, all areas that maintain tools shall verify and account for all tools at the beginning and end of each shift (refer to the "YS Daily Tool Control Inventory" [Attachment C.2.14 (d)].

B. The Tool Control Officer shall maintain a complete "YS Master Tool Control Inventory" [refer to Attachment C.2.14 (b)] of all tools and their locations. Each tool storage area shall have an inventory of all tools assigned to that area, and the inventory shall remain with the tools at all times.

The inventory shall be current and readily available for tool inventory, daily tool accountability, dated and signed by the Tool Control Officer and at a minimum contain the following information:

1. Classification of tool;
2. Tool number;
3. Quantity;
4. Tool Location; and
5. A brief description of tool including size, as applicable. Example: 4" Paring Knife

C. Each Facility Director shall establish procedures for tool control that includes documented tool inspections as outlined below:

1. The "YS Daily Tool Control Inventory" [refer to Attachment C.2.14 (d)] shall be utilized by the employee assigned to each tool location to record all assigned tools, in each tool storage area. The completed signed form shall be turned into the work area supervisor at the end of each week.

2. The work area supervisor shall complete the "YS Supervisor's Weekly Tool Control Report" [refer to Attachment C.2.14 (e)] for the physical inventory of all tool storage areas. The completed signed form along with the "YS Daily Tool Control Inventory" shall be forwarded to the Tool Control Officer.

   The work area supervisor is ultimately responsible for conducting the weekly inventory of tools. However, in the event the work area supervisor is not available to conduct the inventory and complete the

   "YS Supervisor's Weekly Tool Control Report", the Facility Director shall be responsible for designating another employee to conduct the inventory and complete the form. If this situation occurs, the work area supervisor shall always review and sign the report.

   The facility SOP must identify the supervisor and designee responsible for each tool location throughout the facility.

3. Monthly tool inspection (Monthly Building Inspection Report) conducted by the facility's Safety Officer in each tool storage area. The Safety Officer shall utilize the Tool Control Audit Log [see Attachment C.2.14 (j)] to document the random selection of tools being reviewed to address the indicators on the "Monthly Building Inspection Report". The "Tool Control Audit Log" shall be attached to each building inspection where tools are located and stored.

D. Each quarter, the Tool Control Officer shall conduct a complete review of all tools as outlined in Section VI. D – F.

XII. LOST/MISSING CLASS A TOOLS (INCLUSIVE OF FOOD SERVICES / MEDICAL / VOCATIONAL / CONTRACTORS/VENDORS):

In the event a Class A tool is lost or missing, Facility Directors shall establish written procedures in accordance with the following guidelines.

A. Missing or lost tools shall immediately be verbally reported to the employee's supervisor, department head, OSS, Tool Control Officer, Safety Officer, Investigative Services (IS) and Facility Director. The Facility Director shall immediately notify the appropriate Regional Director verbally, followed by an email notification.

B. IS shall secure the immediate area in lieu of an investigation.

C. All facility movement shall cease (refer to YS Policy No. C.2.19) and an immediate search of the facility and all youth shall be conducted to locate the lost tool(s). Youth searches shall be conducted pursuant to the guidelines established in YS Policy No. C.2.3.

Movement shall not resume until it has been determined by both the Facility Director and Regional Director that an imminent threat of a potential security breach does not exists.

D. A "YS Lost Tool Report" describing the tool and circumstances of the loss shall be submitted before the end of the shift, with copies forwarded to the appropriate supervisors, Safety Officer and Tool Control Officer, who shall maintain the documentation until the tool is found, IS, Facility Director and Regional Director.

E. A time period, not to exceed three (3) months, shall accrue before a missing tool is removed from the master inventory.

F. Replacement tools shall be assigned a new number with the master inventory adjusted accordingly.

G. A list of lost tools shall be maintained by the Tool Control Officer, against which confiscated or contraband tools shall be cross-referenced.

H. Recovered identifiable and serviceable tools shall be forwarded to the Tool Control Officer with written notice to the Facility Director and appropriate Regional Director.

I. Recovered tools already replaced shall be secured in storage. Unserviceable tools shall be destroyed according to the facility's Standard Operating Procedure (SOP). The destruction of a found tool shall be documented on the "YS Lost Tool Report".

XIII. TOOL EXCHANGE:

A. When a work area staff or supervisor requests a replacement tool because a tool has become unserviceable, worn out or broken, there is no need for changes in the master inventory. The new tool shall be numbered the same as the replacement tool.

B. The work area staff shall complete a UOR and forward it to the Work Area Supervisor, Tool Control Officer and Facility Director. Upon receiving the replacement tool the work area staff or supervisor shall contact the Tool Control Officer for tool replacement.

C. If a tool is to be replaced due to breakage or is worn out, the tool shall remain in its assigned location and the replacement ordered. When the replacement tool arrives the Tool Control Officer shall be notified and the tool shall be replaced at that time. The Tool Control Officer shall receive the broken tool and assure that the same tool number is stamped on the replacement tool prior to disposal of the broken tool.

XIV. PROCUREMENT OF TOOLS:

A. The Tool Control Officer shall pre-approve all facility tool orders and deliveries and be notified by the Business Office and/or Warehouse regarding the receipt of any new tools. The Principal/designee is responsible for notifying the Tool Control Officer of tool orders and deliveries for the School and/or vocational classes.

B. The Tool Control Officer shall be responsible for classifying tools and ensuring tools are etched or otherwise marked. Tools shall not be distributed or used by work area staff until they are properly marked and classified by the Tool Control Officer. Master tool inventories shall be adjusted to reflect the receipt of new tools.

C. If staff must purchase tools without prior approval of the Tool Control Officer due to emergency situations, they must report the purchases to the Tool Control Officer by the next working day.

XV. FOOD SERVICE TOOLS:

A. Facility Directors, in collaboration with the Food Service Managers, shall establish culinary tool safety and management in accordance with the procedures outlined below.

1. All food service tools must be classified.

2. Food Service tools including, but not limited to, knives, cleavers, ice picks, knife sharpeners and meat saws, shall be stored on a shadow board in a securely anchored cabinet with an inventory list maintained with the tools at all times.

3. All hazardous tools and knives shall be marked with the food service identification number, and knives shall be consecutively numbered to facilitate inventory.

4. A documented log book system shall be used for tool issue, using at a minimum the same format as outlined in Section X.B.

5. Items such as extra cutting saw blades and knives shall be maintained in a secure storage area under the supervision of the Tool Control Officer and issued as required. The minimum amount of tools to meet the daily needs shall be maintained in the Dining Hall.

6. Eating utensils (sporks) issued to youth shall be accounted for with each meal and documented.

B. Facility Directors, in collaboration with Food Service Managers, shall establish procedures for tool inventory and accountability before and after each shift (AM/PM) by ensuring staff complete the "Food Services Daily Tool Control Inventory" daily [see Attachment C.2.14 (i)], which at a minimum contains the following:

1. Tool Classification;
2. Description of Tool;
3. Tool #;
4. Date; and
5. Shift (AM/PM).

The Saturday PM shift staff completing the inventory shall also complete the remainder of the form, sign and date and submit to the supervisor.

C. Established tool inventories must be signed by arriving and departing employees to verify tool accountability, initialed by the Food Service Manager and/or Supervisor and maintained on file.

D. Food items that may be misused (e.g., poppy seed, nutmeg, cayenne pepper, fermentable items such as yeast and uncooked bread dough) shall be maintained by a perpetual inventory and controlled in a locked location.

E. All Food Services equipment and tools shall be securely stored within the assigned work area. Only designated facility staff shall have access to culinary areas. Unsupervised youth shall not be permitted to work in, or be allowed access to areas used for the storage of culinary tools.

XVI. MEDICAL TOOLS:

A. Facility Directors in collaboration with the contracted health care provider (CHP), shall establish medical/dental tool safety and equipment management in accordance with the procedures outlined below.

1. Medical staff shall have primary responsibility for the control of all medical equipment, needles, syringes and controlled medications.

2. Some medical tools may not be etched or stamped because of size however; they shall be maintained in a locked storage area or container with only the minimum amounts dispensed for daily use.

3. Designated medical staff shall ensure that an accurate daily inventory of all instruments such as scalpels, scissors and other medicals tools is maintained at all times.

4. The ordering and receiving of all medical instruments, controlled medications, needles and syringes shall be conducted through procedures that ensure that none of these items enter the facility without proper inventory and physical control.

5. Each shift shall maintain a daily perpetual inventory of all current needles and syringes by size. When instruments are replenished from bulk supply, the inventory shall be adjusted accordingly.

6. Inventory procedures for bulk supply shall include a documented joint monthly reconciliation of amounts by the Director of Nursing and staff designated by the Facility Director.

7. Used needles and syringes shall be placed in a secured biohazard sharps container until properly disposed of in order to keep out of the possession of youth. The biohazard container shall be of the type that hands cannot enter the top of the container. The biohazard container shall be disposed of off-site according to methods approved by the local health care authority.

8. Narcotics and other controlled substances shall be stored, dispensed and inventoried in compliance with state regulations.

B. The Tool Control Officer and designated medical staff shall each maintain a current copy of the medical equipment inventory. The designated medical staff shall maintain a current copy of the inventory for one-time use items (e.g., needles).

C. Only the minimum number of disposable syringes and needles shall be maintained for daily use. A daily perpetual inventory of all needles and syringes shall be maintained by health care staff. Any reserve stock of needles and syringes shall be inventoried and secured in a locked area by health care staff. Inventories shall be maintained on file.

D. Only designated medical and facility staff shall have access to medical equipment storage areas. Unsupervised youth shall not be permitted to work in or be allowed access to areas used for the storage of medical equipment.

XVII. VOCATIONAL CLASSES:

A. All vocational teachers who utilize Class A tools in their classes shall inventory tools at each class change to ensure tools are accounted for at all times.

B. The reporting of any discrepancy in the inventory or missing tools shall follow the procedures outlined in Section VII above.

XVIII. CONTRACTORS/VENDORS:

The following procedures shall be adhered to for outside workers, including contractors and vendors.

A. Verification of facility access shall be confirmed by the front-gate staff prior to entry.

B. The front-gate staff shall advise the Tool Control Officer or designated maintenance staff to report to the front-gate.

C. The front-gate staff shall ensure the individual has a valid driver's license.

D. A written inventory of all tools, toolboxes and related equipment shall be provided to the front-gate staff.

E. The contractor/vendor shall be advised to pull off to the side of the front-gate prior to gaining access to the facility in order for the Tool Control Officer or designated maintenance staff to review and check the inventory list against the tools being brought into the facility.

F. Upon verification of the inventory by the Tool Control Officer or designated maintenance staff, the contractor/vendor shall be escorted to the work site where maintenance staff assigned by the Facility Director shall remain with the contractor/vendor to ensure that no tools are left behind, that activities are confined to the authorized area and that the work is performed with proper security and safety precautions.

G. Upon completion of the work / day, the Tool Control Officer or designated maintenance staff shall escort the contractor/vendor to the front-gate and verify the tool inventory with the original list provided prior to the contractor/vendor exiting the facility.

H. The front-gate staff shall also perform the necessary vehicle check prior to the contractor/vendor exiting the facility.

I. Both the Tool Control Officer or designated maintenance staff and the front-gate staff shall sign the front-gate log indicating that the contractor/vendor is clear to exit the facility, along with the date/time of exit.

XIX. LOST CONTRACTOR/VENDOR TOOLS

A. In the event a contractor/vendor Class A tool is lost or missing, the Tool Control Officer or designated maintenance staff shall follow the procedures outlined in Section VI above.

B. The contractor/vendor shall not be allowed to exit the facility grounds until approval is granted by the Facility Director.

XX. TRAINING REQUIREMENTS:

A. Facility Directors shall ensure that all current employees, including contract providers, receive training relative to the contents of the Tool Control Program.

B. All new employees shall receive this training within 90 days of hire.

C. Each facility's Tool Control Program is to be part of the annual in-service training curriculum.

XXI. QUALITY ASSURANCE:

A. Continuous Quality Improvement Services (CQIS) shall conduct a General Safety Program Review (refer to YS Policy No. A.7.1) to ensure compliance with applicable ACA Standards, the Office of Risk Management Standards and the State's Loss Prevention Program is being met.

B. General Safety Program Review reports shall be submitted in conjunction with the CQIS annual quality assurance audits and corrective action follow-up audits.

C. Corrective Action Plans shall be included in the CQIS QA Review Corrective Action Plan.

Comprehensive audits are conducted on an annual basis by staff from the ORM, in conjunction with the State's Loss Prevention Program. The Unit Head/designee and designated CQIS staff shall be present during the exit interview following the review.

Previous Regulation/Policy Number: C.2.14
Previous Effective Date: 12/10/2018
Attachments/References: C.2.14 (a) Lost Tool Report - December 2018.doc
C.2.14 (b) Master Tool Control Inventory - November 2015.docx
C.2.14 (d) Daily Tool Inventory - November 2015.docx
C.2.14 (e) Supervisor's Weekly Tool Control Report - November 2015.docx
C.2.14 (f) Check-Out - Check-In Tool Control Log - November 2015.docx
C.2.14 (i) Food Services Daily Tool Control Inventory – December 2015
C.2.14 (j) Tool Control Audit Log – November 2016

YOUTH SERVICES
Lost Tool Report

□ **ACY** □ **BCCY** □ **SCY** □ **SCYC**

DATE of Incident: _____

TO: Director
Tool Control Officer
Safety Officer

FROM: _____ (Assigned Tool Location)

The following tool is being reported as lost or missing as indicated below:

□ Lost Tool □ Missing Tool

Description of Tool:	
Size of Tool:	
Tool Inventory Number:	
Date & Time Tool was Last Accounted for:	
Name of Person Accountable for Tool:	
Describe in Detail the Circumstances of Lost/Missing Tool:	
Describe in Detail the Efforts Made to Find or Recover the Tool:	
List any Action Taken Against Person Held Accountable for Tool:	

Report of Recovery of Lost/Missing Tool
(To be completed in the event the lost/missing tool is found or recovered)

Describe in Detail the Circumstances of Recovery:

_____ _____
Signature of Reporting Staff **Date of Report**

Youth Services
Master Tool Control Inventory

Location: _____

Tool #	Tool Description	Class	Tool Location	Quantity

Youth Services
Daily Tool Control Inventory

Location: _____ **Week Of:** _____

Check Mark Verifies That All Tools are Accounted For

Tool Classification	Description of Tool	Tool #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Date:							
		Staff's Initials:							

Condition of Tools: □ Good □ Broken Identify: _____

Missing Tools: □ Yes □ No Identify: _____

All tools are marked with an identifying number in accordance with the Master Inventory? □ Yes □ No

The check marks above verify that all tools are present and accounted for in accordance with the Master Inventory. □ Yes □ No

Comments: _____

Staff's Signature: _____ Date: _____

Youth Services
Supervisor's Weekly Tool Control Report

Location: _____ **Week Of:** _____

The Master Tool Inventory is dated, correct, and posted inside each tool cabinet or on-site? □ Yes □ No

The Master Tool Inventory includes an identifying number for each tool? □ Yes □ No

All tools are properly marked with the identifying number as listed on the Master Inventory? □ Yes □ No

Shadow boards are appropriately in place, up-to-date and being utilized? □ Yes □ No

Tools are stored so that their presence or absence is easily determined? □ Yes □ No

Condition of Tools: □ Good □ Broken Identify: _____

Missing Tools: □ Yes □ No Identify: _____

Check-Out/Check-In Tool Control Log verifies authorized removal and return of tools? □ Yes □ No

Check-Out/Check-In Tool Control Log is completed properly and maintained on-site for review? □ Yes □ No

The Daily Tool Control Inventory verifies that all tools are present and accounted for? □ Yes □ No

The Daily Tool Control Inventory is properly completed and forwarded to the TCO for review? □ Yes □ No

Comments: _____

The signature below verifies that the Supervisor's Weekly Tool Control Inventory was conducted as scheduled and all tools listed on the Master Tool Inventory for the area identified above is present and accounted for in accordance with YS Policy No. C.2.14, "Tool Control Program".

_____ _____
Signature of Designee **Date**

_____ _____
Supervisor's Signature **Date**

Youth Services
Check-Out/Check-In Tool Control Log

Location: _____

Date	Name	Tool Description	Tool Number	Time Out Tools Verified	Staff Initials	Time Returned Tools Verified	Staff Initials

Youth Services
Food Services Daily Tool Control Inventory

Location: _____ **Week Of:** _____

Check Mark Verifies That All Tools are Accounted For

Tool Classification	Description of Tool	Tool #	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
		Date:														
		Shift:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
		Staff's Initials:														

Condition of Tools: □ Good □ Broken Identify: _____

Missing Tools: □ Yes □ No Identify: _____

All tools are marked with an identifying number in accordance with the Master Inventory? □ Yes □ No

The check marks above verify that all tools are present and accounted for in accordance with the Master Inventory. □ Yes □ No

Comments: _____

Staff's Signature: _____ Date: _____

TOOL CONTROL AUDIT LOG
Monthly Building Inspection

Date: _____

Reviewer: _____

Location: _____

Tool #	Class		Location		Description		# of tools		Master Inventory includes identifying # for each tool		Tools are properly marked with identifying # as listed on Master Inventory		Tools are stored in a manner that are easily marked for removal or loss.		Check-Out Check-In Log is Completed and Accurate	
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N